

## The Kentucky State Board for Proprietary Education

**April 15, 2011**

A regular meeting of the Kentucky State Board for Proprietary Education was conducted on April 15, 2011 at the Office of Occupations and Professions, in Frankfort, Kentucky.

<b><u>Members Present</u></b> Bill Johnson, Chair Jan Gordon Gurvant Shah Mike Powers Dr. Meade Lois Weaver David Keene Glen Wilham  <b><u>Members Absent</u></b> Vivian Nash Alison Cuentas	<b><u>Occupations and Professions Personnel</u></b> Lindsey Lane, Board Administrator Shannon Tivitt, Executive Director  <b><u>Others</u></b> LaTasha Buckner, Deputy Executive Director of the Office of Legal Services, Public Protection Cabinet Sgt. Derris Hedger, Kentucky State Police Trisha Mullins, Medical Career Training Center Cindy Landry, ATA College George Burkley, Evidence in Motion
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Chairman Bill Johnson called the meeting to order at 10:15am.

### **Approval of Minutes**

Minutes of the March 18, 2011 meeting were presented for the Board's review. Mr. Powers made a motion to approve the minutes as presented. Dr. Meade seconded that motion and it carried unanimously.

### **Approval of Financial Statements**

The financial statement for the month ending March 31, 2011 was presented for the Board's review. Ms. Gordon made a motion to approve the financial statement. Mr. Powers seconded that motion and it carried unanimously. Shannon Tivitt, Executive Director of the Office of Occupations and Professions informed the Board that she's currently looking for a more efficient way to review the Financial Statement so transfers, allotments, and report details are easier to address and review for Board members.

### **Licensure Status Report**

The Board reviewed the Licensure Report for the month ending March 31, 2011. The report showed there are currently 135 Resident Schools and 30 Non-Resident Schools for a total of 165 Licensed Schools. There are also 168 School Agents and 47 CDL Instructors licensed by the Board.

### **Executive Director Report**

Ms. Tivitt informed the Board that the Office would be presenting the contracts for the Board's approval for services by Tom Barron, the Board's Investigator and Sergeant Derris Hedger of the Kentucky State Police at the May meeting. Ms. Tivitt thanked the staff and the Board for their hard work and help during the recent audit done by the Auditor's Office. Ms. Tivitt will give monthly updates on where the Board is and where it should be.

### **Board Administrator Report**

Ms. Lane informed the Board of all actions that she had taken since the March 18, 2011 meeting. Ms. Lane sent a Resident School Approval letter to Nurse Aide Training Center in Richmond, Kentucky. Their approval letter was subject to submitting further documentation to the Board office. Ms. Lane sent an approval letter to Spencerian College in Louisville, Kentucky allowing them to add an Associate of Science Degree in Personal Trainer. Ms. Lane also sent an approval letter to Spencerian College in Lexington, Kentucky allowing them to also add an Associate of Science Degree in Personal Trainer. Ms. Lane sent an approval letter to Lincoln College of Technology in Florence, Kentucky approving the application to add the Dental Assisting program to their curriculum. A Notification of Revision Letter was sent to Lincoln College of Technology in Florence, Kentucky regarding the change in the Therapeutic Massage and Bodywork Technology program.

Out of twelve Decker College transcript requests Ms. Lane was able to fulfill ten requests.

The Board asked Ms. Lane to seek out contacts for the former Decker students to contact that attended the other Decker campuses.

### **Board Counsel Report**

Ms. Buckner reported an attorney has been selected by the committee and their contract is in place, just waiting for approval. The new counsel will attend the May meeting.

## **Board Chair**

Mr. Johnson asked Board members to please keep better documentation in committee meetings and when reporting back to the full Board.

## **New Schools / Programs Committee**

### **Application for a Resident School**

Mr. Shah made a motion to defer the application for a Resident School submitted by Medical Career Training Center located in Richmond, Kentucky. The school's application was missing the surety bond paperwork, a financial statement, and a fire inspection. The school will also need to be inspected by the Board's Investigator before approval. The Board will review this application again in its May meeting. Ms. Gordon seconded the motion and it carried unanimously.

### **Application to Award an Associate Degree**

Ms. Gordon made a motion to defer the application to award an Associate Degree from Wyo Tech located in Ormond Beach, Florida for their program in Specialized Technology in Marine Technology and Management. Since this is a Non-Resident School the Board would like to seek legal advice and clarification on whether there needs to be an inspection of some sort since all Resident Schools receive one when they add an Associate Degree. Mr. Powers seconded that motion and it carried unanimously.

### **Application to Change the Location of a School**

Ms. Gordon made a motion to defer the application to Change the Location of a School submitted by Healthcare Training School located in Bardstown, Kentucky. The school still needs to submit a floor plan, a certificate of occupancy, and a fire inspection. The Board will review the application again in the May meeting if all information has been submitted. Mr. Shah seconded that motion and it carried.

### **Notification to Revise an Existing Program for Less than 25%**

Dr. Meade motion a motion to acknowledge receipt of the following Notifications to Revise Existing Programs at Spencerian College located in Lexington, Kentucky:

- Computer Information Systems Management
- Electronics Engineering Technology and Computer and Electronic Engineering Technology

- Computer Engineering Technology, Computer, and Electronic Engineering Technology & Computer Info Systems Management
- Radiologic Technology
- Computer Graphic Design

Mr. Wilham seconded that motion and it carried. Ms. Gordon and Mr. Keene recused themselves. The Board asked Ms. Lane to please send a letter to the school stating these notifications weren't necessary to submit to the Board.

Dr. Meade made a motion to acknowledge receipt of the following Notification to Revise an Existing Program at Brown Mackie College located in Hopkinsville, Kentucky:

- Medical Assisting

Mr. Powers seconded that motion and it carried unanimously.

Dr. Meade made a motion to acknowledge receipt of the following Notification to Revise an Existing Program at Lincoln College of Technology located in Florence, Kentucky:

- Medical Coding and Billing

Mr. Powers seconded that motion and it carried unanimously.

#### Review of PE-11 Forms for Instructional Staff & Key Administrative Personnel

Ms. Weaver made a motion to accept the PE-11 forms for the following schools:

- Universal Technical Institute of Illinois – Glendale Heights, IL
- Wyo Tech – Ormond Beach, Florida
- Wyo Tech – Laramie, Wyoming

Mr. Powers seconded that motion and it carried.

#### Commercial Drivers License Committee Report

Mr. Wilham did not have anything to report but did state that some CDL schools have discussed making a request to the Board to possibly lower fees for CDL schools since their population is so much smaller than that of other Proprietary Schools.

#### Complaint Review Committee Report

There were no complaints to review at this time.

## **Investigator Report**

Dr. Barren reported Satisfactory Inspections for the following schools:

- KY Data Seam Initiative
- Nurse Aide Training Center of Richmond
- ECDS Adult Learning Center
- New Associate Degree Programs at Spencerian College in Lexington and Louisville

## **Old Business**

Ms. Tivitt informed the Board that letters to the Decker students who filed claims will be sent out in the next week. Ms. Lane will prepare letters and send them out Certified Mail.

Ms. Tivitt also discussed the renewal process with the Board and asked how they would be handling those this year. Mr. Johnson made a suggestion that the complaint committee take a look at those while committee meetings are being held before the regular monthly meeting. Ms. Lane will get renewals ready for review as soon as they come into the office.

## **New Business**

Ms. Lane presented correspondence from Employment Solutions seeking information on the approval process. Since this is not a for profit/private school Mr. Powers made a motion to send a letter stating that they would not have to seek licensure from the Board. Mr. Wilham seconded that motion and it carried.

## **Travel and Per Diem**

Mr. Wilham made a motion to approve travel and per diem for all members that attended today's meeting as well as any member that traveled on Board related business since the March meeting. Ms. Weaver seconded that motion and it carried unanimously.

## **Adjournment**

Dr. Meade made a motion to adjourn the meeting. Mr. Wilham seconded that motion and it carried unanimously.

Meeting adjourned at 12:23pm.